

TRAINING OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The training officer is responsible for overseeing all the activities of the training division and for coordinating these with the activities of the fire suppression and other department divisions. The employee of this class personally teaches classes, conducts drills, prepares training material, and supervises any department employees assigned to assist in training and all department employees undergoing training. He/she is responsible for the maintenance of all training records and for the production of reports required by the Fire Chief. The training officer has authority to perform duties independently in most areas with work reviewed and supervised by the fire chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Conducts training classes at the drill field, at fire stations, and in the classroom; prepares, administers, and grades training tests.

Prepares lesson plans for drill field, company, and classroom training; prepares training material for use in all types of training.

Prepares reports of training activities for the fire chief; makes recommendations for improvements in the training program to the fire chief.

Writes reports such as reports on training courses taught (lesson plans), recommendations made for training program, and other reports requiring narrative writing skills.

Keeps records such as daily activity record, individual records on employees trained, records of training test results, summary records of monthly/yearly activity; files records and reports.

Attends training conferences and schools to keep informed on modern training methods and on modern fire department procedures and equipment.

Is responsible for the maintenance of a library of training materials.

Orders all supplies and equipment used in the training program and keeps records of such.

Assists the fire chief in preparing the annual budget for the training program.

Supervises department employees of other divisions assigned to assist in training.

Schedules training for all suppression personnel; schedules schools and training courses (outside the department) for all department members; coordinates the movement of fire companies to and from all training activities.

Responds to fires to make notes and photographs for use in training.

Gives talks, lectures, or demonstrations on fire department operations to schools, clubs, civic organization, etc.

Assists other departments or agencies in their training programs.

Plans and/or carries out a recruitment program for the department.

Performs related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must have not less than five (5) years experience with a paid fire department including experience in fire suppression and/or training.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.